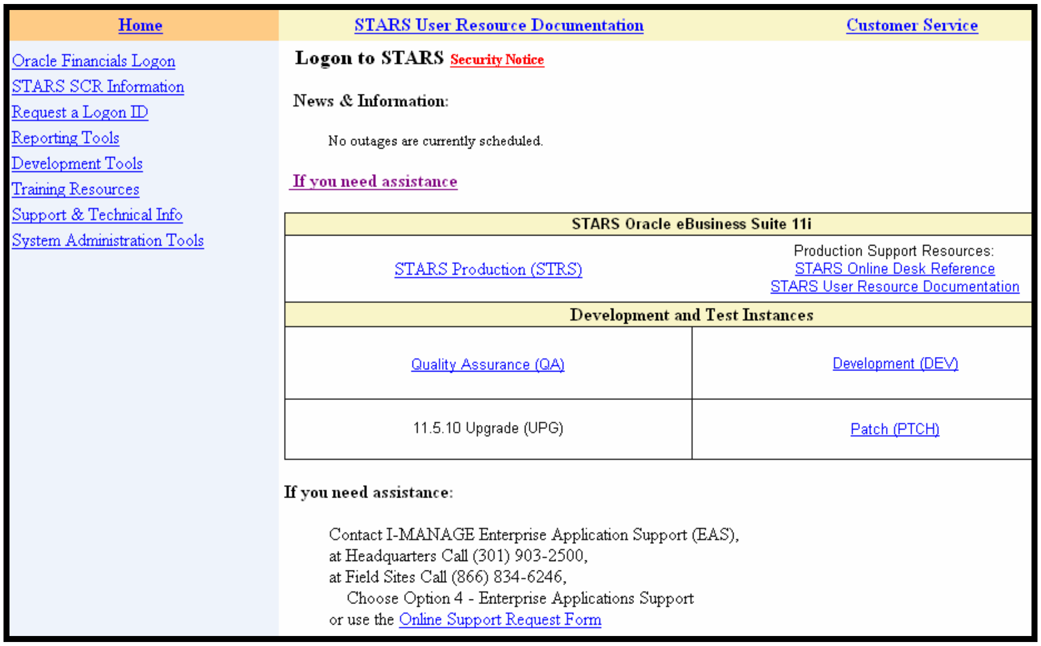
DOE Balance Sheet Report

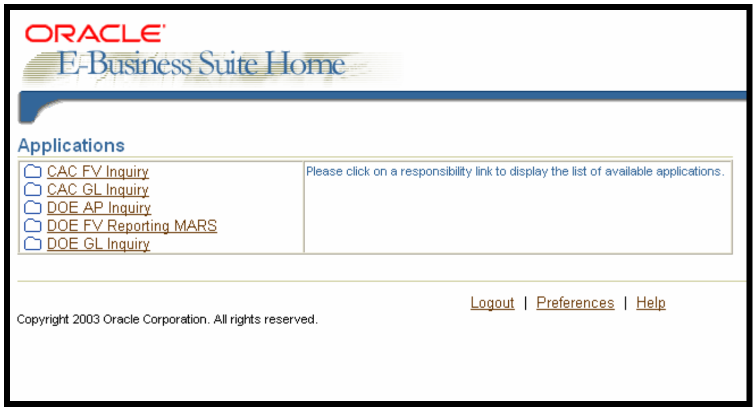
The Balance Sheet report can be run to generate either normal and/or CSV layout output types. The CSV comma delimited layout report will be easier to import into Excel for analysis than the normal output report.

1. To access STARS go to the website: http://crinfo.doe.gov/officedocs/cf40/stars/ and click on STARS Production (STRS).

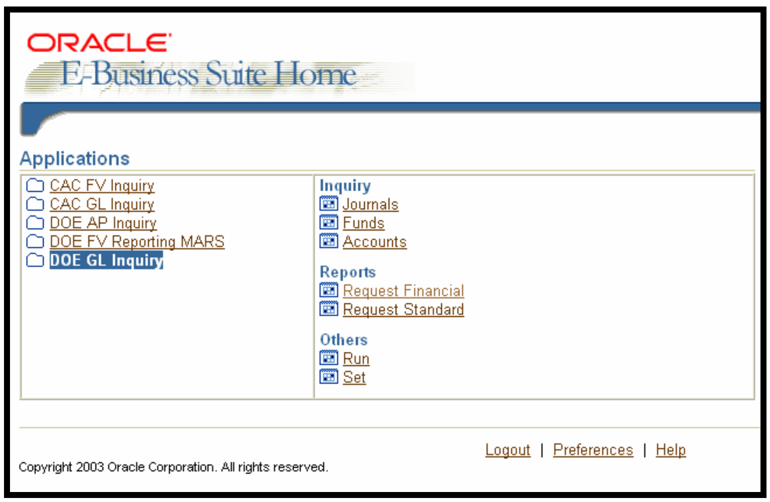


2. You will get the login screen as shown below to enter your Username and Password. You must click on the Login button

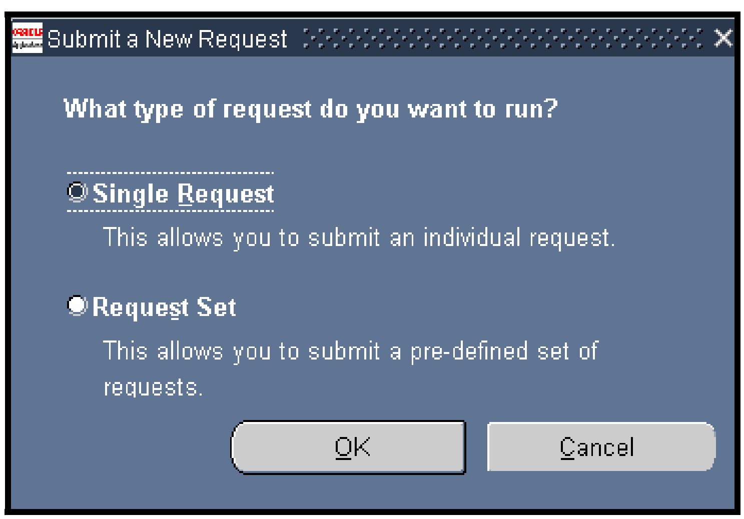
3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.



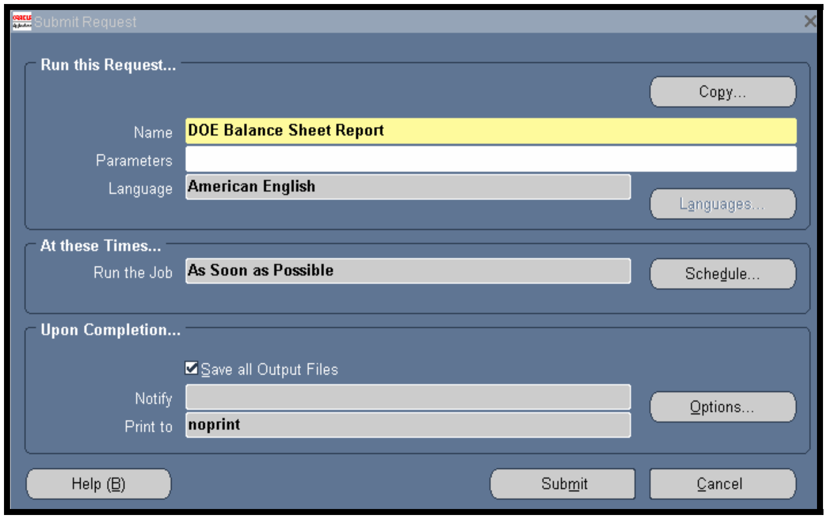
4. Under “Reports” click on Request Standard.



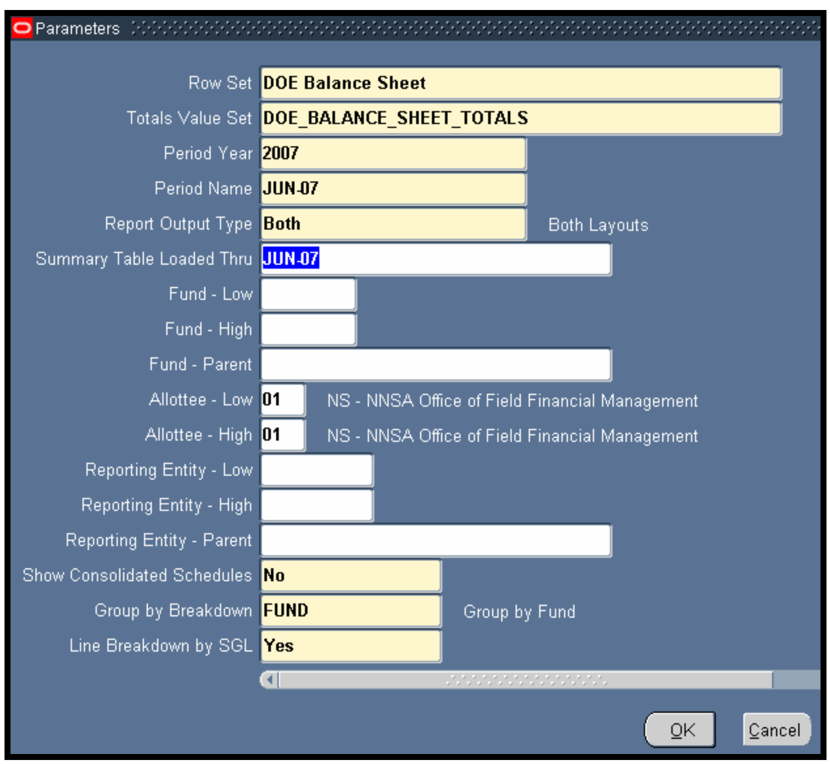
5. Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



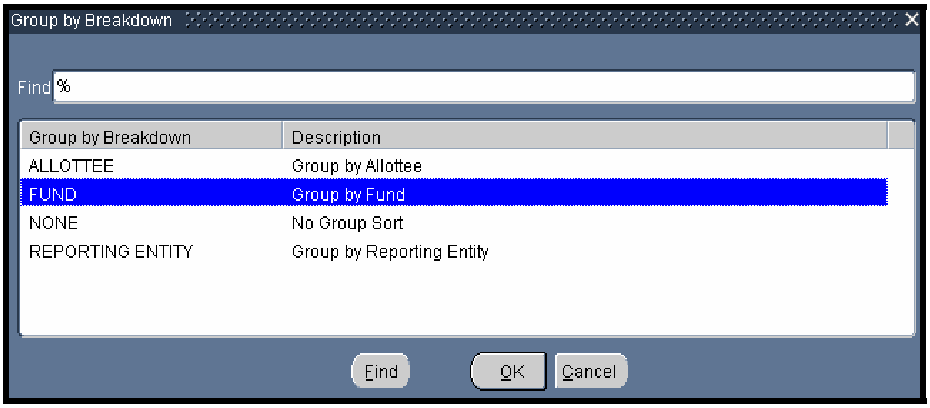
6. Enter “DOE Balance Sheet Report” in the name field. Press Tab.



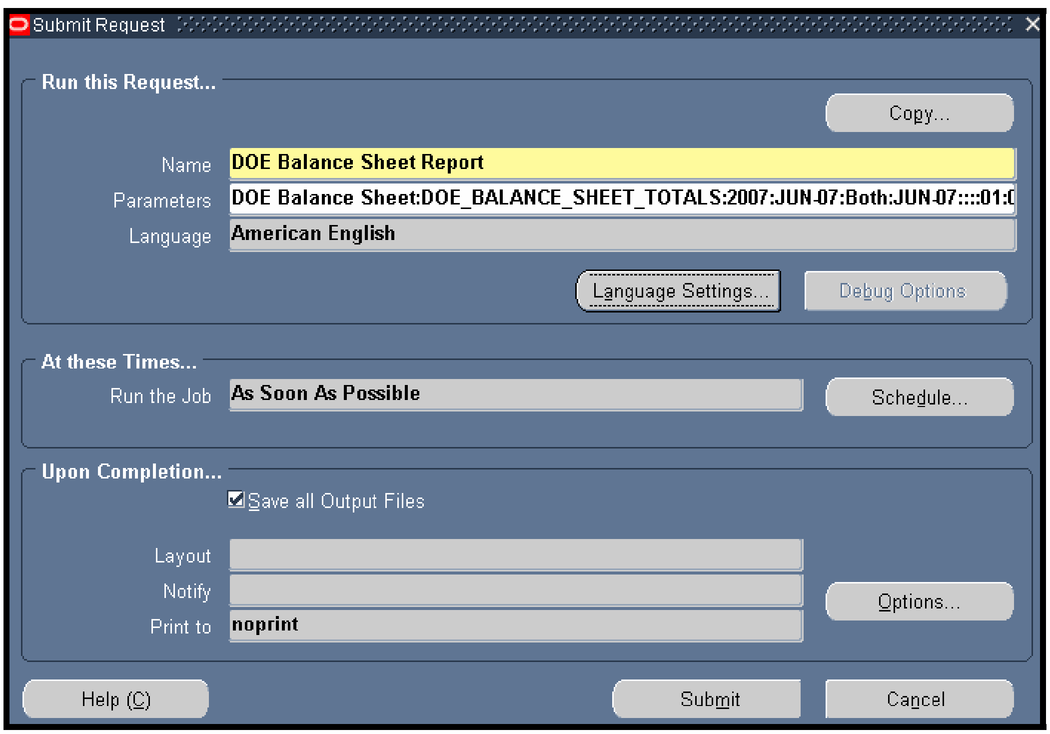
7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
   a. Period Year "2007". Press Tab.
   b. Period Name "JUN-07". Press Tab.
   c. Report Output Type "Both" to get a normal and CSV output. This is a new option in 2007. If you only want the normal or only the CSV output, click on the ellipsis (…) box to get the LOV (List of Values) to make your selection. Press Tab five times.
   d. Enter your allottee in the "Allottee – Low" box. The "Allottee – High" box is automatically populated. Allottee 01 is used as a sample. Press Tab five times.
   e. Tab past the Show Consolidated Schedules box which is ONLY used by HQ to get a more detailed report. See step F below.



f. To utilize options of the last two ranges click on the ellipsis (…) box to get the LOV (List of Values). For example, you can group your report by Fund or Reporting Entity and or have Lines Breakdown by SGL. If you list all funds for your allottee there with be a summary total page that follows.



8. Press OK. This will take you back to the Submit Request screen.



9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your with the corresponding Request ID number. **Note**: There will be three reports and ID Request numbers if you select "Both" as the Report Output Type. For the Normal and CSV output types you will only get one report. Please record your Request ID numbers for later viewing.

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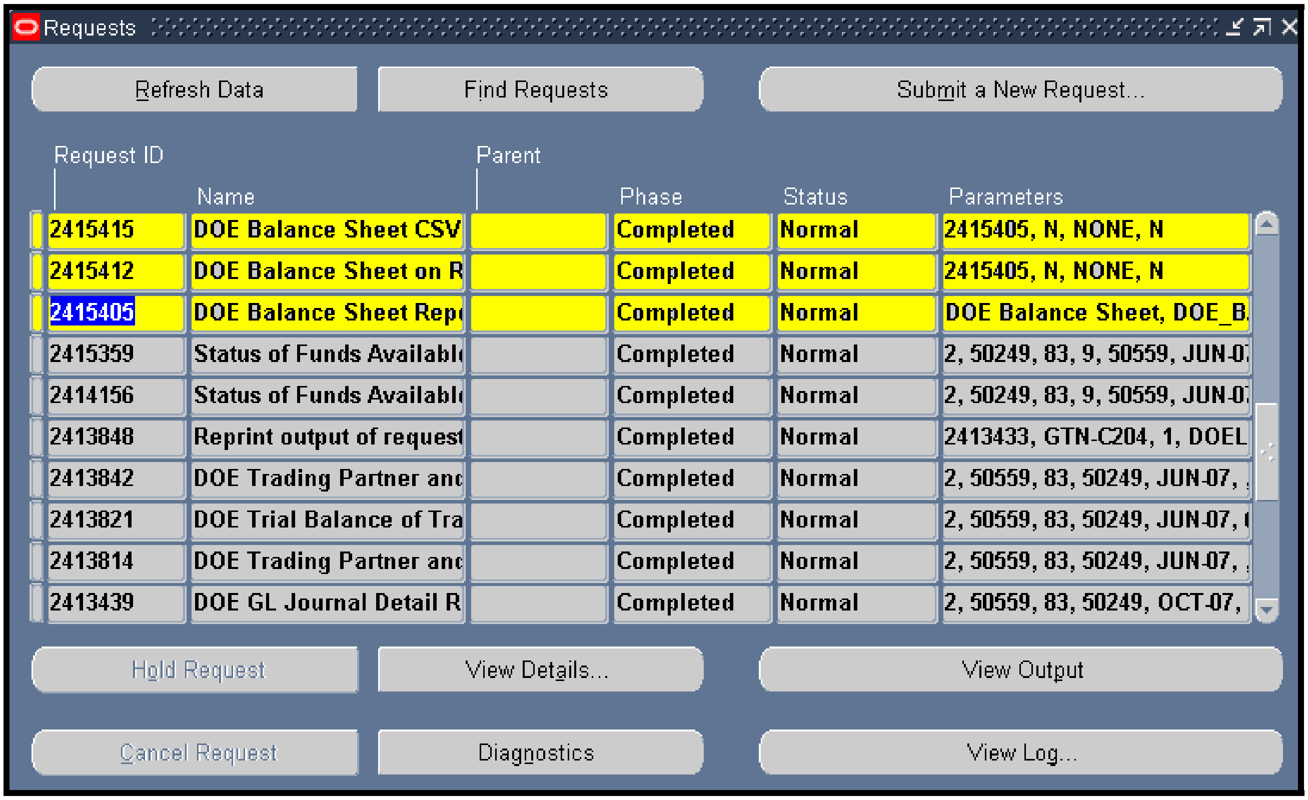


10. The Output you will see on your screen will contain three lines. 1) “DOE Balance Sheet Report” is the empty output file with (0 bytes); 2) “DOE Balance Sheet on Report Execution” will be the Normal output of the Balance Sheet; and finally, 3) DOE Balance Sheet CSV on Report Execution” is the CSV output that includes detail that is easily imported into Excel for analysis.

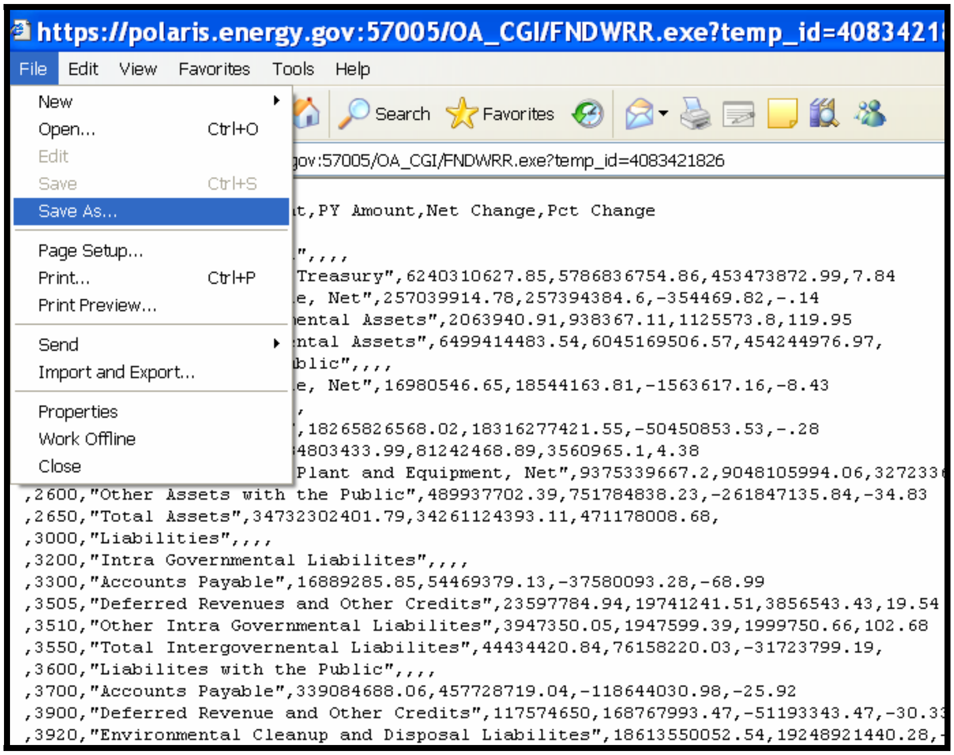
11. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.

Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “Specific Requests” radio button is selected, enter your Request ID number you recorded earlier and click Find.

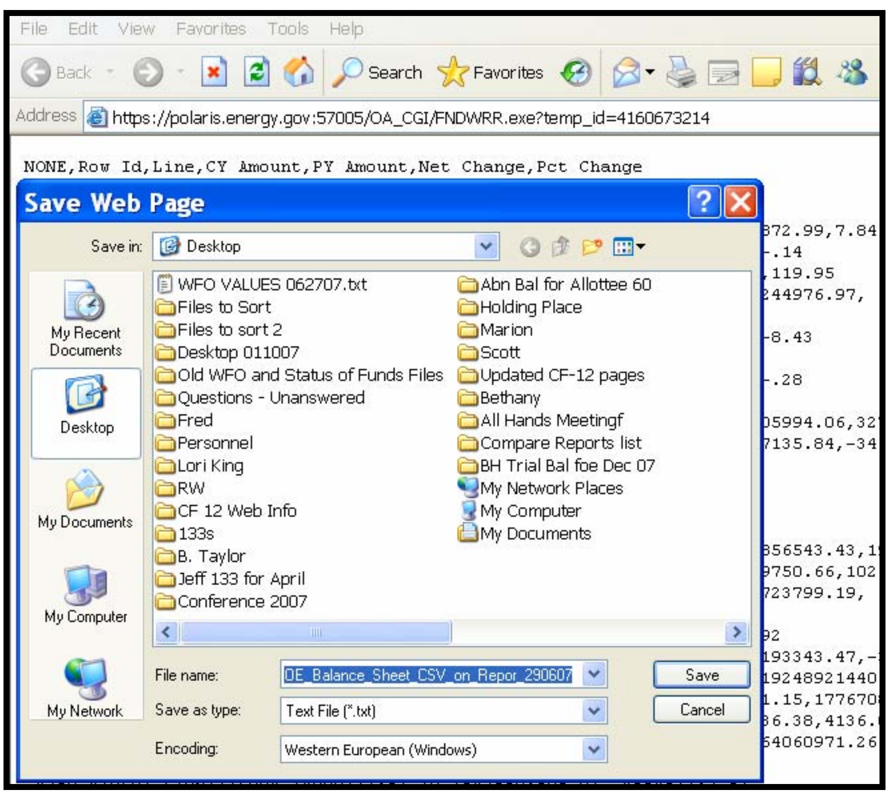
12. To print your click on Tools, Reprint/Republish and fill in the Print Opting screen. Click Ok.

13. To utilize the pivot table feature save your report as a text file using the instructions below.

14. Click File on the menu bar and select Save As.



13. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.



15. Prepare pivot table.